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Linda McCulloch
Superintendent

TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
DATE: March 9, 2007
RE: Students who move during the CRT and CRT-Alternate Testing Windows



Date Change

- ✚ The Program Participation and Attendance collections through AIM will be on the **last day of your school's testing window - not March 28** as previously reported.
- ✚ School testing window requirements:
 - The state testing window for the CRT is March 5 – March 28, 2007.
 - For Program Participation and Attendance collections, CRT-Alternate students should be included in the March 5 – March 28 collection.
 - School testing window must be within the state testing window.
 - The school testing window includes regularly scheduled testing within the state testing window including make-up tests within that window. Example: If a school's regularly scheduled testing window ends on March 15 and a makeup is given on March 16, the last day of the school's testing window is March 16.

Below are two tables.

Table 1

Provides guidance for Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for students who move from one Montana public school to another during the state testing window.

Table 2

Provides guidance on Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for newly enrolled students who enroll from a private or home school, from out of state, or who transfer to a private or home school or move out of state during or after the school's testing window.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

Table 1: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Program Participation and Attendance Collections
Student withdraws from (the old school)	During the old school's testing window	If student started or completed the test <ul style="list-style-type: none"> Remove barcode label and place on voided barcode label form with notation that student is no longer enrolled. Contact school student is moving to and arrange to send Student Response Booklet to the new school. If student did not start test <ul style="list-style-type: none"> Place barcode label on voided barcode label form with notation that student is no longer enrolled. 	In the AIM system, enter an Enrollment End Status Code and an Enrollment End Date for the student.	Do not include the student in the Program Participation and Aggregate Hours and Attendance Collections.
	After the old school's testing window	Submit completed Student Response Booklet to Measured Progress.	In the AIM system, enter an Enrollment End Status Code and an Enrollment End Date for the student.	Include the student in the Program Participation and Aggregate Hours and Attendance Collections.

Table 1 continued: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Program Participation and Attendance Collections
Student enrolls in (the new school)	During the new school's testing window	<p>If student started or completed the test at the old school.</p> <ul style="list-style-type: none"> • The old school should have contacted the new school and made arrangements to send the Student Response Booklet to the new school. If not, the new school should contact the old school or OPI. • If the student did not complete the test, the student should complete the test at the new school <p>If the student did not start or complete the test at the old school, the test should be administered at the new school using materials at the new school.</p> <p>AT THE NEW SCHOOL, for either a test started/completed at the old school or administered at the new school, the following coding is required:</p> <ul style="list-style-type: none"> • The new school should bubble the following on the Student Response Booklet: <ul style="list-style-type: none"> • Page 1 <ul style="list-style-type: none"> ○ Student name, school code, State Student ID • Page 2 <ul style="list-style-type: none"> ○ Section 1 <ul style="list-style-type: none"> ▪ Student not in school entire academic year and/or ▪ Student not in district entire academic year 	Locate the student's previously assigned State Student ID in the AIM system and enroll the student in AIM with an Enrollment Start Status Code and an Enrollment Start Date.	Include the student in the Program Participation and Aggregate Hours and Attendance Collections.

Table 1 continued: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Program Participation and Attendance Collections
Student enrolls in (the new school)	After the new school's testing window	Student is not included in testing at the new school.	Locate the student's previously assigned State Student ID in the AIM system and enroll the student in AIM with an enrollment Start Status code and an Enrollment Start Date.	Do not include the student in the Program Participation and Aggregate Hours and Attendance Collections.

Table 2: Students who enroll from a private or home school or from out of state or transfer to a private or home school or move out of state during or after the school's testing window.

School		Testing Procedures	AIM Enrollment Status	AIM Program Participation and Attendance Collections
Student withdraws from (old school) to enroll in a school outside of Montana or student transfers to a private or home school.	During the old school's testing window	Place barcode label on voided barcode label form with notation that student is no longer enrolled.	In the AIM system, enter an Enrollment End Status Code and an Enrollment End Date for the student.	Do not include the student in the Program Participation and Aggregate Hours and Attendance Collections.
	After the old school's testing window	Submit completed Student Response Booklet to Measured Progress.	In the AIM system, enter an Enrollment End Status Code and an Enrollment End Date for the student.	Include the student in the Program Participation and Aggregate Hours and Attendance Collections.

Table 2 continued: Students who enroll from a private or home school or from out of state or transfer to a private or home school or move out of state during or after the school's testing window.

School		Testing Procedures	AIM Enrollment Status	AIM Program Participation and Attendance Collections
Student enrolls in a Montana school (new school) from a school outside Montana or student transfers from a private or home school.	During the new school's testing window	<ul style="list-style-type: none"> • Student needs to participate in testing. • New school should bubble the following on the Student Response Booklet: <ul style="list-style-type: none"> • Page 1 <ul style="list-style-type: none"> ○ Student name, school code, State Student ID • Page 2 <ul style="list-style-type: none"> ○ Section 1 <ul style="list-style-type: none"> ▪ Student not in school entire academic year and/or ○ Student not in district entire academic year 	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	Include the student in the Program Participation and Aggregate Hours and Attendance Collections.
	After the new school's testing window	Student is not included in testing at the new school.	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	Do not include the student in the Program Participation and Aggregate Hours and Attendance Collections.